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USIB-D-1.5/21  
16 February 1962

UNITED STATES INTELLIGENCE BOARD


MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT: FY-1964 Foreign Intelligence Plans and Programs

1. The attached "Instructions for Reporting FY-1964 Foreign Intelligence Plans and Programs" are forwarded for review. As indicated in paragraph 2 of the memorandum regarding the subject, these Instructions were developed by the Coordination Staff in light of the experience gained in connection with the foreign intelligence community's FY-1963 efforts in this field (see USIB-D-1.5/18, 10 October 1961, TS # 173042; USIB-D-1.5/20, 24 November 1961, TS # 173055, and references cited therein).

2. We propose to place this matter on the agenda of an early USIB meeting (probably that of 28 February), for approval.

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Deputy Executive Secretary

Attachment

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8 February 1962

MEMORANDUM FOR THE CHAIRMAN, UNITED STATES INTELLIGENCE BOARD

SUBJECT: FY-1964 Foreign Intelligence Plans and Programs

1. Approved Recommendation No. 32 of the Joint Study Group's Report requires that the United States Intelligence Board (USIB), with the assistance of the Coordination Staff of the Director of Central Intelligence, review the future plans and programs of each member of the intelligence community for consistency and proper allocation of effort at the beginning of each annual budget cycle. The recommendation also states that the Board's views should serve as a basis for guidance and coordination to the intelligence community and for reporting to the National Security Council annually.

2. The Coordination Staff, in preparing the FY-1964 reporting instructions, has taken into consideration the experience gained in connection with the foreign intelligence community's FY-1963 efforts in this field. Accordingly, the attached instructions have been designed to facilitate reporting by the contributing agencies and, at the same time, provide for more meaningful information.

3. I recommend that the Board approve the attached instructions.

Assistant for Coordination

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8 February 1962

INSTRUCTIONS FOR REPORTING FY-1964 FOREIGN  
INTELLIGENCE PLANS AND PROGRAMS

1. Introduction

The purpose of these instructions is to provide the United States Intelligence Board information which will enable the Board to review future plans and programs of each department and agency of the intelligence community engaged in foreign intelligence activities for consistency and proper allocation of effort at the beginning of the FY-1964 budget cycle. The Board's views will be made known to the heads of the departments and agencies concerned in sufficient time to permit consideration of these views in the formulation of plans and programs for inclusion in their FY-1964 budgets.

Instructions for reporting FY-1964 foreign intelligence plans and programs have been prepared in the light of the views expressed in connection with the foreign intelligence community's efforts for FY-1963 in this field. The FY-1964 instructions have been designed to facilitate reporting by the contributing agencies and, at the same time, provide for more meaningful information.

2. Scope

Reports will be submitted by all member agencies of the United States Intelligence Board who are engaged in the conduct of foreign intelligence activities. Information should be presented on all foreign positive intelligence and foreign counterintelligence plans and programs of the departments and agencies represented on the Board, including those providing support, and the foreign intelligence aspects of those serving multiple purposes. Reports should encompass the foreign intelligence activities of all overseas and domestic components, including those not directly responsive to the jurisdiction of the heads of intelligence organizations. Plans of each jointly funded and/or staffed activity of common concern,

need be submitted only by the United States Intelligence Board member agency having primary responsibility for direction of the activity. Separate reports are desired on

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### 3. Procedures

FY-1964 reporting procedures are designed to permit participating agencies wide latitude in the manner of presenting their programs. Uniform categories of intelligence reporting have been avoided in order to permit each member agency to base its presentation upon its existing program reporting system. Representatives of the Coordination Staff and the agency concerned will, as an initial step, develop through informal consultation the outline of the planned presentation by each agency in order to determine the adequacy of reporting categories for use by the United States Intelligence Board in reviewing FY-1964 programs for consistency and allocation of effort.

Each report will contain an introductory statement presenting an overview of the department or agency's planned FY-1964 foreign intelligence program. Its purpose is to provide a background for a clear understanding and evaluation of the contemplated program and its associated problems. The introductory statement should consist of a brief summary of the principal objectives, highlights and features envisaged for FY-1964. Any major redirection of program emphasis planned for FY-1964 as compared with FY-1963 should be explained, and this information should be supported with sufficient order of magnitude data to permit the Board to evaluate the degree of emphasis and the allocation of effort.

The introductory statement should be followed by a concise report on each program element, project, task or other reporting category planned. Each category reported should be presented in conformance with the format shown in Attachment A. Information is particularly desired concerning the degree of geographic emphasis planned. If this information is not available, or if it is inapplicable, other data should be presented to indicate the planned emphasis. Attachment B is a list of those activities comprising foreign intelligence. This list is intended as a guide to reporting agencies regarding the types of subject matter to be reported. It is not intended as a specific list of categories or as a format for submittals.

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Representatives of the Coordination Staff will be available to assist member agencies, as desired, during the preparation of the reports. In preparing the analysis for the United States Intelligence Board, the Coordination Staff will consult with member agency representatives when necessary to obtain clarification of the reports submitted or such additional information as may be needed.

4. Due Dates

Reports should be submitted in quintuplicate to the Assistant for Coordination, Office of the Director of Central Intelligence, no later than 10 May 1962 for consolidation, analysis and presentation to the United States Intelligence Board in June. The heads of the departments and agencies concerned will be apprised of the Board's views shortly thereafter.

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Attachment A

FORMAT FOR REPORTING EACH FY-1964 FOREIGN  
INTELLIGENCE CATEGORIES

Reporting Category (Insert title selected  
for category)

1. A. Objectives (What is to be done; purposes; end results intended.)

- B. Description (Means of achieving objectives; how the objectives  
will be accomplished; description of the significant features.  
Include any geographic or other emphasis planned.)

- C. Appraisal (Anticipated results; degree to which achievement of  
objectives is expected. Include problem areas warranting  
United States Intelligence Board attention.)

2. Significant FY-1964 variations from FY-1963 (Pertinent increases,  
decreases, or termination of existing activities, and the  
establishing of new activities. Include significant order of  
magnitude data.)

3. Long Range Implications (Include only if applicable to FY-1965 and  
beyond.)

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